



COUNTY OF SAN DIEGO • DEPARTMENT OF PLANNING AND LAND USE
BUILDING DIVISION

MINIMUM ESSENTIAL ITEMS FOR SUBMITTING PLANS FOR **SINGLE-FAMILY DWELLINGS AND ACCESSORY STRUCTURES**

The purpose of this guideline is to assist our customers in preparing for plan submittal. The items listed must be included before your plans can be accepted by the Building Division. Following this guideline will ensure a more timely and complete plan check for your project. When a submittal package is incomplete we will be unable to render a complete and thorough plan check. This will cause delays in plan check and permit issuance.

In addition to avoiding delays in the permitting process, clear and complete plans will also expedite the construction and inspection process. When your plans plainly show what you intend to build and how you intend to build it, costly and time-consuming errors can be avoided. A simple test to determine if the plans are sufficiently clear is to consider if the plans are understandable without verbal explanations. Put yourself in the place of an inspector who has just arrived at a construction site and no one is there to explain the scope of the project. Will the inspector be able to quickly read and understand the plans without explanation?

To further prevent costly and time-consuming plan changes, projects which require other approvals such as grading plans, septic layout plans, fire district approval, zoning use permits, Design Review, etc., should consult those other agencies first and, at a minimum, obtain preliminary approval prior to submitting plans to the Department of Planning and Land Use (DPLU) Building Division for Building Permits.

These other approvals may require that the applicant make separate submittals to other County departments or other agencies.

FREQUENTLY NEEDED PHONE NUMBERS FOR OTHER COUNTY AGENCIES:

- **Zoning Information**

Contact the Department of Planning and Land Use at (858) 565-5981
Zoning (setbacks, height limits, uses allowed, etc.)
Plot Plan Review, Conditional Use Permits, Design Review, Site Plans, etc.

- **Septic Tank and Well Information**

Contact the Land Use Division, Department of Environmental Health
Kearny Mesa (858) 565-5173
El Cajon (619) 441-4030
San Marcos (760) 471-0730

Minimum Essential Items for Plan Check

PLAN REQUIREMENT	ITEM REQUIRED	IS ITEM INCLUDED IN YOUR PLANS?
Permit Application	Y	<input type="checkbox"/>
Architect/Engineer Stamp	P	<input type="checkbox"/>
2 Complete Sets of Plans	Y	<input type="checkbox"/>
Assessors Set of Plans (Required at permit issuance only)	Y	<input type="checkbox"/>
Form LUEG:SW – Stormwater Applicability Checklist	Y	<input type="checkbox"/>
ARCHITECTURAL/STRUCTURAL		
Title Sheet	Y	<input type="checkbox"/>
Plot Plan	Y	<input type="checkbox"/>
Evidence of Legal Parcel (Required at permit issuance only)	Y	<input type="checkbox"/>
Grading Plan	P	<input type="checkbox"/>
Compaction Reports (3 Copies)	P	<input type="checkbox"/>
Soils Reports (2 Copies)	P	<input type="checkbox"/>
Foundation Plan	Y	<input type="checkbox"/>
Floor Plan	Y	<input type="checkbox"/>
Schedules	P	<input type="checkbox"/>
Elevations	Y	<input type="checkbox"/>
Cross Sections	Y	<input type="checkbox"/>
Roof Plan	Y	<input type="checkbox"/>
Details	Y	<input type="checkbox"/>
Structural Plans & Details	Y	<input type="checkbox"/>
Truss Drawings (2 Copies)	P	<input type="checkbox"/>
Special Inspection/Structural Observation	P	<input type="checkbox"/>
Structural Calculations (2 Copies)	P	<input type="checkbox"/>
ELECTRICAL (See Page 8)		
NOTE: Residential Services of 400 amps or less are exempt.		
Electrical Plan	P	<input type="checkbox"/>
Single-Line Drawing	P	<input type="checkbox"/>
Electrical Load Calculations/Panel Schedules	P	<input type="checkbox"/>
Lighting Plans	P	<input type="checkbox"/>
ENERGY (See Page 8)		
Title 24 Energy Requirements (2 Copies)	Y	<input type="checkbox"/>

SEE THE FOLLOWING PAGES FOR DETAILED DESCRIPTIONS OF THE ABOVE ITEMS.

LEGEND

Y = Required

P = Possible Requirement, if Applicable

Please see the following Building Division forms for additional information:

- 1) Checklist for Single Family Residences, Duplexes & Garages. DPLU #498
- 2) Minimum Construction Specifications. DPLU #81

These forms and many others are available online at the County's web site at:
<http://www.sdcounty.ca.gov/dplu/bldgforms/index.html>

PERMIT APPLICATION

California law requires that every permit applicant supply specific information and make certain declarations regarding the proposed work.

The owner, a licensed contractor, or their authorized agent can fill out the application.

Plan check fees are due at the time of plan submittal.

IMPORTANT: An owner/builder verification form is required for all owner/builder projects. This form will be given to you by Building Division counter staff and is available online.

UNLICENSED DESIGNERS

Unlicensed persons are limited to the design of:

- Single-family dwellings (two-story maximum) of conventional wood-frame construction.
- Garages, barns and other wood-frame buildings accessory to a single-family dwelling.
- If any portion of the building does not conform to the conventional framing requirements of the California State Building Code then the plans are required to be designed by a California licensed Architect, Civil Engineer or Structural Engineer.
- When plans are incomplete or unclear the Building Official will require that the plans be prepared by a California licensed Architect, Civil Engineer or Structural Engineer.
- Plans prepared by a licensed design professional must be signed upon submittal to the Building Division. Per State law, all licensed individuals must also stamp all submittal documents. If the documents do

not contain a proper stamp, a Statement of Licensure is required. It must be signed and state that the person who has prepared the plans and specifications is licensed in California to prepare plans and specifications.

- When plans are prepared by a licensed professional they must be stamped and **wet signed** prior to issuance of the permit.

PLANS

Two identical sets of plans must be submitted for Plan Check.

Plans must include all the items listed in this guideline that apply to your project. In general, plans must conform to the following:

- Be legible and fully dimensioned.
- Must be drawn to scale. 1/4": foot is preferable.
- Must clearly indicate new construction vs. existing construction.
- Each page of the plans must be numbered.
- All notes must be right-side-up.
- All notes must be clear and legible.
- Pencil drawings or notations are not acceptable.
- Paper should be of a uniform size no smaller than 18" x 24."
- Thirty inch (30") maximum rolled length preferred.
- Reverse plans are not acceptable.

TAX ASSESSOR SET OF PLANS

- Although not required for plan submittal, one set of plans for the tax assessor must be provided by the time the permit is issued. Provide one copy of the floor plan and one plot plan. Also provide a title sheet if the title sheet information is not incorporated into the plot plan.

TITLE SHEET

For smaller projects, the data found on the title sheet may be incorporated into the Plot Plan.

The title sheet contains the following information:

- Site address.
- Name, title, address and phone number of responsible parties (Owner, Architect, etc.).
- Table of Contents.
- Schedules of materials, notations, symbol legends, abbreviations.
- Project data
 - ◆ Building use and height
 - ◆ Area of each use
 - ◆ Occupancy Group
 - ◆ Type of construction
- List of all current code editions. (The 2001 CBC, 2001 CPC, 2001 CMC, 2002 NEC and 2001 CFC are current at this time.)

If existing buildings are to be demolished, a summary of those building uses and areas should be provided.

If not included with the structural plans, a summary of special inspection requirements per the Uniform Building Code and the Soils Report must be shown here.

If not included in the Plot Plan, a Vicinity Map must be shown.

State law requires that the following statement be included on the plans:

“These plans and all work shall comply with the California Building Standards Code found in State of California Title 24 CCR as amended and adopted by the County of San Diego.”

PLOT PLAN

The Plot Plan shows the general layout of the lot. See form DPLU #90A available online for a sample plot plan and detailed requirements. The Plot Plan must show the following:

- Assessors Parcel Number(s).
- Drawn to engineers scale.
- Property lines with all dimensions shown.
- Net lot area in acres.
- North arrow.
- Adjacent streets and easements. Show names, full widths, and centerlines.
- Location of both existing and proposed buildings and structures. Specify use of each building.
- Driveway location, width and surfacing.
- Two 9 foot by 19 foot parking spaces. These parking spaces must be located behind the front yard setback and they may be located in the garage.
- All items are to be completely dimensioned with distances to property lines and between structures shown on all sides.
- All architectural projections; patio covers, stairs, balconies, covered walks.
- Location of all utility lines and meters.
- Retaining walls and drainage systems.
- Ground-slope drainage scheme.
- All required Stormwater BMPs as described in the project's Minor Stormwater Management Plan (Form LUEG-SW).
- Delineate all areas of land disturbance and calculate total disturbed area (e.g. grading, clearing, paving, grubbing, septic, etc.).
- Show the location and dimension the size of the fuel modification zone.

EVIDENCE OF LEGAL PARCEL

The parcel must be found to be a legal parcel before a building permit can be issued on the parcel. See the Department of Planning and Land Use policy G-3 available online for information on determining if the parcel is a legal parcel.

GRADING PLAN

Grading plans and a grading permit are required when there will be 200 or more cubic yards of earth moved or when there will be a cut or fill of 8 feet or more in depth. Plans for a single-family dwelling or accessory structure ***must be submitted for plan check and a separate grading permit application*** must be completed in order to obtain a grading permit through DPLU. Plans must be submitted on the current version of the DPLU Minor Grading Plan Template (available online).

When the grading exceeds 2500 cubic yards or contains a cut or fill depth greater than 20 feet, or is processed separately from the building permit, the grading permit must be obtained from the Department of Public Works.

The grading must be permitted, completed, inspected and rough grading approved by the County before a building permit will be issued.

COMPACTION REPORT

A compaction report will be required whenever fill soils of 12" in depth or greater are on the lot or parcel. Compaction reports over five years old must include an update letter. Both the compaction report and the update letter must be prepared by a California licensed Civil or Geotechnical Engineer.

SOILS REPORT

- Required for structures supported on expansive soil.
EXCEPTION: Single-story buildings may use the County standard foundation shown on form DPLU #65 A & B.
- Required for structures greater than one-story, which are supported on beach sands or soils, which have been deposited by running water.
- Required for all projects in Fairbanks Ranch.
- When required, must comply with the Section 1804 of the Uniform Building Code.
- May be required for structures on natural ground.

FOUNDATION PLAN

The foundation plan shall show the following:

- Locations and sizes of pier footings, grade beams, and continuous footings.
- All footing dimensions, slab dimensions, and all reinforcing steel.
- Type, size and location of all hardware; foundation bolts, straps, holdowns (and their anchor bolts when required), post bases, etc.
- For raised wood-framed floors, show size and spacing of all girders and floor joists.
- Access to under floor areas and ventilation requirements.
- The entire building perimeter must be installed on a continuous footing. A building solely supported on a post and pier footing system must have a lateral bracing system designed by a licensed design professional.
- Show all recommendations from soils and/or compaction reports.

FLOOR PLAN

Floor plans must show the following:

- Exterior and interior dimensions.
- Size and intended use of all rooms.
- Ceiling heights.
- Location, size and type of all doors and windows.
- Locations of plumbing fixtures, water heater, heating units, AC units, and major appliances.
- Location of smoke detectors.
- Location of all gas outlets.
- Interior finishes and floor coverings.
- Emergency egress windows at all rooms which could be used for sleeping.
- Fire wall between the dwelling and the garage.
- Doors between the dwelling and the garage must be 20 minute fire-rated or a minimum of 1 $\frac{3}{8}$ " solid wood. Doors shall be self-closing.

SCHEDULES

Schedules showing interior finishes on floors, walls and ceilings, windows, doors, hardware, special equipments, as applicable.

ELEVATIONS

A drawing or view of each exterior wall, which shows:

- Doors, windows, and other openings.
- Type of roof covering and roof pitch.
- Exterior finishes.
- Vertical and horizontal dimensions.
- Wall bracing and/or shear panels (When wall bracing is shown on the structural plans it need not be shown on the elevations).
- New and existing grades.
- Dimensions of eave projections.

CROSS SECTIONS

These are sections cut through the building or structure to show:

- Structural arrangement and material.
- Interior and exterior finishes.
- Size, spacing, and type of materials used.
- Insulation type and location.
- Cross-references on connection details.
- Cross section drawings must be cross-referenced to plan view drawings.
- Cross sections alone are not sufficient to show framing. Separate framing plans must be provided.

ROOF PLAN

Show the following:

- Roof pitch and drainage.
- Location of attic vents.
- Roofing type, underlayment and method of fastening for both.
- Roofing must be rated class A.

A separate roof plan is not required when all of the above information can be shown on other drawings.

DETAILS

Sufficient details to clearly show:

- Floor level changes.
- Fireplaces and laundry chutes.
- Stairs, handrails, guardrails.
- Flashing, exterior and interior materials.
- All details must be clearly cross-referenced to the plans with **both** the detail symbol (numerical or alphabetical) and the page number on which the detail can be found.

STRUCTURAL PLANS & DETAILS

Provide plan view framing plans for each level of roof and floor framing. The ceiling framing may be shown on the same plan as the roof framing provided the ceiling members are clearly distinguished from the roof members. The framing plans shall show the following:

- All exterior walls **and** bearing walls immediately below the level of the framing (i.e. for the second floor framing plan show the first floor walls below).
- All openings in the walls shown to scale with the size of the header or beam over the opening clearly specified.
- All cross sections and details clearly cross-referenced with both the detail or section identification symbol (numerical or alphabetical) and the page number on which the detail can be found.
- Columns, beams, girders. Show sizes, location, material, grade, and connections.
- Thickness, grade, panel identification index and nailing schedule for all roof and floor sheathing.
- Location, width and type of Braced Wall Panels (Shear panels).
- Shear transfer details.
- Structural material specifications (Specifications are statements of the quality of materials and workmanship while plans are diagrams showing construction details).
- Post-tensioned plans must “stand on their own” as the foundation plan for the project.

TRUSS DRAWINGS

For buildings, which will use the trusses, submit the following:

- Roof framing plan must show truss layout with Truss ID Numbers clearly cross-referenced to each truss.
- Two sets of manufacturer's truss drawings.
- Details of all connections, hangers and supports.
- Show all trusses, gable bracing, and bridging.
- Review by individual responsible for design.

Truss calculations are required at application submittal.

SPECIAL INSPECTION AND STRUCTURAL OBSERVATION

When applicable, all special inspection and structural observation requirements must be clearly shown on the plans and meet the intent of Sections 106.3.5, 1701, and 1702 of the Uniform Building Code.

The plans must contain a listing of the work requiring special inspection and provide the following information:

- The type of inspections required (i.e., concrete, high-strength bolting, shotcrete, etc.).
- A description of the work requiring special inspection.
- The location on the structure of the elements requiring special inspection.
- The sheet numbers of plans and page numbers of specifications where information required to perform those inspections may be found.
- Allowable design stresses of construction materials and other pertinent information needed to inspect the work and sample the materials specified.
- Where periodic inspection of the work is intended, an outline of the periodic inspection requirements shall be provided in the project plans and specifications.
- When a foundation investigation (soil investigation) has been performed, the

inspections and reports required by this investigation shall be included in the listing.

The following notes must also be shown on the special inspection listing.

- "The construction inspections listed are in addition to the called inspections required by Section 108 of the Uniform Building Code. Special inspection is not a substitute for inspection by a County inspector. All work requiring special inspection which is installed or covered without the approval of the County inspector is subject to removal."
- "Continuous inspection is required during the performance of the work unless otherwise specified on the approved plans."
- "Special inspectors must be approved by the County of San Diego to perform the types of inspection specified."
- "It is the responsibility of the contractor to inform the special inspector or inspection agency at least one working day prior to performing any work that requires special inspection."

STRUCTURAL CALCULATIONS

- Required for buildings or portions of buildings not complying with conventional construction provisions.
- Must have the wet signature and stamp of the Architect or Engineer who performed the calculations.
- Wet signature and stamp must be on the first page of the calculations.
- A minimum of two sets is required.

ELECTRICAL PLANS

For residential **services of 400 amps or less** an electrical plan is not required provided all smoke detectors, exhaust fans, HVAC equipment and GFCI outlets are shown on the floor plan. A circuit card (available at our cashier) must be completed prior to framing inspection.

All residential projects with an electrical **service over 400 amps** require complete electrical plans, a single-line diagram, and load calculations as follows:

- **ELECTRICAL PLAN**
 - ◆ Label and show the location of all equipment, electrical panels, and required GFCI receptacles.
- **SINGLE-LINE DIAGRAM**
 - ◆ Show conduit and wire sizes. Specify aluminum or copper conductors and insulation type.
 - ◆ Show serving voltage, amperage, and AIC rating of equipment.
 - ◆ Show service grounding method, ground wire size, and cold water bond.
 - ◆ Show sizes of fuses and/or circuit breakers.
 - ◆ Show main service arrangement with details on work space, access, and connection to utility transformer.
- **ELECTRICAL LOAD CALCULATIONS AND PANEL SCHEDULES**
 - ◆ Show electrical load calculations to justify the size and type of equipment and conductors to be installed.
 - ◆ Show panel-rated capacity, AIC rating, voltage, main lugs only or with main protection; and panel locations.
 - ◆ Show total load and per-phase load in watts and amperes.

LIGHTING PLANS

Show outdoor lighting on plans.

- Must conform to San Diego County Lighting Ordinance. See form DPLU #211 for additional information.
- Describe requirements.
- Show compliance with Title 24 energy regulations (Show that general lighting in kitchen and bathrooms is fluorescent).

TITLE 24 – ENERGY REGULATIONS

Plans and specifications must show compliance with the State of California Energy Regulations and the appropriate documentation, forms, and calculations must be submitted at the time of application submittal.

- Affix Form CF-1R to the plans.
- The mandatory features described on form MF-1R must be shown on the plans.

All forms mentioned above and additional information are available online at the DPLU Building Division's Forms page at:

<http://www.sdcounty.ca.gov/dplu/bldgforms/index.html>